



**POLICY & RESOURCES COMMITTEE**

Minutes of a meeting of the Policy & Resources Committee held in the Council Chamber at the Council Offices, Radstock Lane, Earley, on Wednesday 10<sup>th</sup> November 2021 commencing at 7pm.

Present

Chair – Councillor J Clark

Councillors: A Bassett, J Eastwell, D Hare, R Houlbrooke, S Matthews and A Mickleburgh.

In attendance: J Friend (Town Clerk), E Carroll (Deputy Town Clerk) and Councillors C Smith, M Smith and G Littler.

---

**59. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D Chopping, C Jones and T Maher.

**60. DECLARATIONS OF INTEREST**

Councillor Mickleburgh declared an interest agenda item 11 – Earley Station Footbridge as this would go before Wokingham Borough Council’s Planning Committee, where he would comment as a borough councillor.

Councillor Clark also declared an interest in the same minute item due to a personal connection with the consultant engineering company working on the project.

**61. PUBLIC FORUM**

No members of the public were present.

It was agreed that Item 11 – Earley Station Footbridge be brought forward.

**62. EARLEY STATION FOOTBRIDGE**

Members received an update on Wokingham Borough Council’s proposal to replace the footbridge at Earley train station and the impact of this on Mays Lane Cemetery following a meeting on 8<sup>th</sup> November 2021 between ETC representatives and WBC. This meeting was for Earley Town Council and Woodley Town Council to provide feedback on the borough’s proposals. Members were hopeful that further information and communication from WBC would be forthcoming at the next meeting to be held with WBC in mid-December. WBC had indicated that, at some point in the future, it would be asking ETC to adopt a formal position.

*Cllr G Littler left the meeting.*

It was agreed that Item 10 - Climate Emergency be brought forward.



**63. CLIMATE EMERGENCY**

**63.1 Climate Emergency Working Group**

Councillors noted the report from the Climate Emergency Working Group on their meeting of 26th October 2021 and the report on their meeting with a member of teaching staff at Reading University on 21<sup>st</sup> October 2021.

Councillors were interested to hear about the presentation on energy performance certificates given by Professor Geen to the Working Group and asked to be provided with a recording of the presentation.

**63.2 Climate Emergency Working Group request**

There followed a discussion on EPCs (Energy Performance Certificates) and DEC's (Display Energy Certificates) and Members noted that they had been provided with a copy of the DEC for the Council Offices, valid until 2027. The Climate Emergency Working Group requested that funds be allocated for a new DEC to be carried out now, in addition to an EPC. The Working Group were encouraged to look at the report which accompanies the current DEC. Differing opinions were expressed at the meeting and a vote was taken. It was

**RESOLVED** to recommend to the Budget Working Party that a budget be allocated in 2022/23 for Environmental Improvements, to include reviews of existing DEC's and commissioning of EPC's and new DEC's if required.

*Cllrs C Smith and M Smith left the meeting.*

**64. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Policy & Resources Committee held on 22<sup>nd</sup> September 2021 were confirmed a true record and signed by the Chair (Minutes 40-58).

**65. FINANCIAL MATTERS**

**65.1 Budget 2022/23**

Members noted that all councillors had been invited to attend the initial Budget 2022/23 discussions due to be held on 23<sup>rd</sup> November and 6<sup>th</sup> December 2021.

**66. BANK RECONCILIATIONS**

Councillors noted that the Bank Reconciliations for August and September 2021 had been made available to the Chair of the Policy & Resources Committee for information.

**67. EARLEY HELPSHOP – SERVICE LEVEL AGREEMENT**

The Committee received a verbal report from the Town Clerk following a meeting she and Cllr Jones had with Wokingham Borough Council on 1<sup>st</sup> November 2021 regarding an extension to the current service level agreement (SLA) for Helpshop services provided by the Town Council. The current SLA expires in March 2022. The meeting had been constructive and WBC aim to make a decision on the extension of the SLA in early December.



**68. CIL REQUEST**

Members considered a request from Wokingham Borough Council that Earley Town Council use its CIL monies to replace the exercise equipment in Carnival Field (the Events Field). The site and the current equipment is owned by WBC, who have indicated that they plan to use developer contributions to fund the replacement of the zip wire. Members were of the view that the Town Council receives very little in terms of CIL money and ETC had already pledged £15,000 towards WBC's project for flood alleviation works. They were also concerned about the lack of information around the request, especially in terms of final costs. It was

**RESOLVED** to recommend to Full Council that the request be denied and ETC reserve its CIL monies for future Town Council projects benefitting local residents.

**69. COUNCILLOR CODE OF CONDUCT**

Members discussed the adoption of an updated Councillor Code of Conduct. It was

**RESOLVED** to recommend to Full Council that Earley Town Council adopt the updated LGA Model Councillor Code of Conduct, as adopted and amended by Wokingham Borough Council in July 2021.

**70. ORDERS FOR PAYMENT**

Councillors received details of Orders for Payment made since the last meeting of the Town Council (Vouchers 4322 – 4347, 4348 – 4392, 4393 – 4397) and Imprest Account (Vouchers 610 – 621).

**71. PUBLICATIONS**

It was noted that the following communications had been received and were available for perusal from the Council Offices:

|  |  |
|--|--|
| Involve Community Services                 | E-newsletter – 25 <sup>th</sup> -29 <sup>th</sup> October 2021 |
| Me2 Club                                   | E-newsletter – October 2021                                    |
| The Friendship Alliance<br>(Link Visiting) | E-newsletter – 27 <sup>th</sup> October 2021                   |

**72. PRESS RELEASES**

No press releases were requested.

**73. EXCLUSION OF PUBLIC AND PRESS**

There were no members of the public or press present. It was agreed that the remaining items on the Agenda be taken under Part II.



**PART II**

**74. CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

**75. TERMINATION OF MEETING**

The meeting was declared closed by the Chair at 8.57pm.

.....

Chair, Policy & Resources Committee